



# INSTRUCTOR CERTIFICATION APPLICATION FOR REAL ESTATE CONTINUING EDUCATION

Division of Real Estate  
PO Box 146711  
Salt Lake City, UT  
84114-6711  
(801) 530-6747

A. NAME \_\_\_\_\_ DATE \_\_\_\_\_  
HOME ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_  
CITY \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_ SOCIAL SEC. # \_\_\_\_\_

B. EMPLOYMENT (full time) \_\_\_\_\_ TITLE \_\_\_\_\_  
WORK ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

C. COURSE(S) I INTEND TO TEACH: \_\_\_\_\_  
SPONSOR OF COURSE: \_\_\_\_\_

D. ENCLOSED IS EVIDENCE DEMONSTRATING MY KNOWLEDGE OF THE SUBJECT MATTER (check one box only and provide required documentation):

- ☐ Evidence of at least five years experience in a profession, trade or technical occupation in a field directly related to the course I intend to instruct, OR
- ☐ Evidence of a bachelors or postgraduate degree in the field of real estate, business, law, finance, or other academic area directly related to the course I intend to instruct, OR
- ☐ Evidence of any combination of at least five years of full-time experience and college-level education in a field directly related to the course I intend to instruct.

E. ENCLOSED IS EVIDENCE DEMONSTRATING MY ABILITY TO EFFECTIVELY COMMUNICATE THE SUBJECT MATTER (check box and provide required documentation):

- ☐ Evidence of a state teaching certificate or evidence of successful completion of appropriate college courses in the field of education, OR
- ☐ Evidence of a professional real estate teaching designation from the National Association of Realtors or the Real Estate Educators Association, OR
- ☐ Evidence (such as instructor evaluation forms) of the ability to teach in schools, seminars, or in an equivalent setting.

F. ENCLOSED IS CERTIFICATION FEE OF  
\$15.00 MADE PAYABLE TO DIVISION  
OF REAL ESTATE.

*(See reverse side)*

## OFFICE USE ONLY

Received \_\_\_\_\_ Reviewed \_\_\_\_\_

Division Action \_\_\_\_\_ ☐ Approved ☐ Disapproved

Certification # \_\_\_\_\_ Expiration Date \_\_\_\_\_

## G. QUALIFYING QUESTIONNAIRE

YES NO

1. ☐ ☐ Do you now hold, or have you ever held, a real estate license in any other state or country? **If so, please have that state or country send a license history to the Utah Division of Real Estate, PO Box 146711, Salt Lake City, Utah 84114-6711.**
2. ☐ ☐ Have you ever had a license to practice in the real estate profession, or any other profession or occupation, denied, restricted, suspended, or revoked?
3. ☐ ☐ Have you ever been permitted to resign or surrender your real estate license, or have you ever allowed your real estate license to expire while you were under investigation, or while action was pending against you by any real estate licensing or other agency?
4. ☐ ☐ Is any disciplinary action now pending against you by any real estate licensing or other agency?
5. ☐ ☐ Are you currently under investigation for, or charged with, or have you ever pled guilty or no contest to, or been convicted of, a felony or misdemeanor? **Minor traffic offenses such as parking or speeding violations need not be disclosed, but you must disclose two or more motor vehicle offenses such as driving while impaired or intoxicated.**
6. ☐ ☐ Have you ever been placed on probation in connection with any criminal offense or a licensing action?
7. ☐ ☐ If your answer to question 6 is yes, have you completed the probation?
8. ☐ ☐ Have you been ordered to pay restitution in connection with any criminal offense?
9. ☐ ☐ If your answer to question 8 is yes, have you fully complied with the restitution order?
10. ☐ ☐ Have you ever had a civil judgment entered against you based on fraud, misrepresentation, or deceit?
11. ☐ ☐ If your answer to question 10 is yes, has the judgment been fully satisfied?

Signed \_\_\_\_\_

Date \_\_\_\_\_